CITY OF SANTA CLARA
Typing Certification Information

In order to expedite the testing process for the position(s) for which you have applied, you must submit a certificate of typing proficiency obtained from <u>any agency</u>, so long as **all of the following required criteria** are met:

1. Typing certificate (or signed statement on official letterhead of the testing agency) is dated no earlier than <u>6 months</u> prior to the date of application filing; online certificates will <u>not</u> be accepted

2. Typing certificate (or signed letter) must state <u>all</u> of the following information:
    a) Five-minute timed typing test
    b) Gross typing speed in words per minute
    c) Gross number of errors

3. Net words per minute is calculated by <u>subtracting your gross number of errors from your gross words per minute</u> - the scoring method used by the City of Santa Clara takes <u>precedence</u> over any other agency's scoring method (see example below):

City of Santa Clara Scoring Method – Example	
Gross words per minute:	55
Gross number of errors:	10
Net words per minute:	*45*

4. The required typing speed for the particular position(s) for which you have applied, as specified in the official City of Santa Clara job announcement for that position

For your convenience, listed below are <u>examples of agencies</u> that offer typing tests to the general public; it is suggested that you call ahead as any of the following information is subject to change. Please note that the <u>City of Santa Clara does not endorse, and not is not affiliated with, any of the agencies listed below</u>. **It is the applicant's responsibility to ensure typing certificates submitted contain <u>all</u> of the information required by the City of Santa Clara**; incomplete or deficient typing certificates will be <u>rejected</u>. Testing fees are at the applicant's expense.

AGENCY	TYPE	FEE	TESTING HOURS	APPT	PHONE NO.	MISC. INFO
Certified Personnel Services 2105 So. Bascom Ave. Suite 386 Campbell, CA 95008	Computer	**$10.00** **(Cash Only)**	9:00 AM - 4:00 PM Monday - Friday	YES	(408) 626-7127	2 minute practice 1 5-minute timed test **Photo ID Required**
Cornerstone Staffing 5201 Great America Pkwy. Suite 519 Santa Clara, CA 95054	Computer	**$20.00** **(Cash or Check)**	8:00 AM - 4:00 PM Monday – Friday	NO	(408) 844-9044	2 minute practice 1 5-minute timed test **Photo ID Required**

AGENCY	TYPE	FEE	TESTING HOURS	APPT	PHONE NO.	MISC. INFO
Garnett Staffing 16195 Monterey Rd. #104 Morgan Hill, CA 95037	Computer	**$20.00** **(Cash Only)**	8:00 am – 5:00 pm Monday – Friday	NO	(408) 778-0729	2 - 5 minute practice 2 - 5-minute timed test **Photo ID Required**
Mission College Lab 3000 Mission College Blvd. Santa Clara, CA 95054	Computer	**$15.00**	Call (408) 855-5336	NO	(408) 855-5336	Bring $2.00 in quarters for parking. **Photo ID Required**
NOVA 505 W. Olive Avenue #550 Sunnyvale, CA 94086	Computer	**$10.00** **(Cash or Check)** **Exact Change**	By Appointment Only No Same Day Appointments	YES	(408) 730-7232	1 - 3 minute practice 1 - 5 minute timed test **Photo ID Required**
Westaff 2025 Gateway Place #240 San Jose, CA 95110	Computer	**$15.00** **(Cash Only)**	8:30 am - 4:00 pm Monday - Friday	YES	(408) 441-1141	You will only be charged if you reach your goal and receive your certificate. **Photo ID Required**
Westaff 8080 Santa Teresa Blvd. #200 Gilroy, CA 95020	Computer	**$12.00** **(Cash Only)** **Exact Change**	8:00 am - 4:30 pm Monday - Friday	YES	(408) 842-1222	1 -3 minute practice 2 - 5 minute timed test **Photo ID Required**

revised 7.13.07

I:TESTING AND CLASSIFICATION/Typing Certification Information